



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

Town Administrator Report August 10, 2020 Select Board Meeting

RSA 91-A Emergency Provisions

- As Chair of the Barrington Select Board, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the [Governor's Emergency Order #12](#) pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.
- Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:
 - Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:
 - We are utilizing Microsoft Teams for this electronic meeting. All members of the Select Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting.
 - **Phone Participation**
 - Dial [+1 603-664-0240](tel:+16036640240) and enter Conference ID: 994 577 57#
 - **Video Participation**
 - Click link: bit.ly/BarrSB200810
 - Providing public notice of the necessary information for accessing the meeting:
 - We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Microsoft Teams (Phone or Video). Instructions have also been provided on the website of the Town of Barrington at: www.barrington.nh.gov
 - Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:
 - If anybody has a problem, please call (603) 664-0146 or email at: administration@barrington.nh.gov
 - Adjourning the meeting if the public is unable to access the meeting:
 - In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.
- Please note that all votes that are taken during this meeting shall be done by roll call vote.
- Let us start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

Remote Meeting Participation

- Teams Video Conference: bit.ly/BarrSB200810
- Call: [+1 603-664-0240](tel:+16036640240) (one-click link)
 - Conference ID: 994 577 57#



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

1. Agenda

- a. See attached, [Agenda 2020-08-10](#)

2. Appointments

- a. Joint Meeting: Recreation Commission

i. Memorandum of Understanding Review

1. At the July 13th meeting, the Select Board finalized proposed changes to the Recreation Commission Memorandum of Understanding.
 - a. See attached, [Recreation MOU Original - with Appendix - 2013](#)
 - b. See attached, [Recreation MOU – Redlined – Updated – Draft – 200709](#)
 - c. See attached, [Recreation MOU – Updated – Draft – 200709](#)
2. At their August 3rd meeting, the Recreation Commission proposed a separate set of changes.
 - a. See attached, [Recreation Commission MOU Proposal – 200803](#)
3. The Recreation Commission proposal is different from the Select Board’s proposal in the following ways:
 - a. Added differentiation of ‘oversight’ and ‘supervisory’ roles; indicating the Recreation Commission supervises the Recreation Department.
 - b. Eliminated specific requirement that the Recreation Commission will operate within the policies of the Town as adopted by the Select Board. Only operating budget expenditures would be required to follow the Town’s Purchasing Policy.
 - c. Transfers control of hiring Recreation Department staff to the Recreation Commission (instead of Recreation Director) and removes the requirement to follow the Town’s Personnel Policy.
 - d. Transfers supervision of the Recreation Director from the Town Administrator to the Recreation Commission (as sole supervisory authority).
 - e. Added requirement that the Assistant Recreation Director will be responsible for understanding and complying with labor laws.
 - f. Operating budget employees to appeal disciplinary grievances to the Recreation Commission instead of following the Personnel Policy.
4. The Select Board is asked to review and discuss the proposed MOU.



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

- b. Recreation Commission Member Appointment: Lance Merrill
 - i. See attached, [Lance Merrill Recreation Commission Appointment Application – 200804](#)
 - ii. The Select Board is asked to consider appointing Lance Merrill to the Recreation Commission for a three-year term expiring in March of 2023.
3. Review of Minutes – **Vote**
 - a. See attached, [Minutes 2020-07-27](#)
4. Old Business
 - a. 2020 Tax Deeding – **Vote**
 - i. Each year, the Tax Collector must present deeds to the Select Board for properties which have outstanding balances dating back three or more years. This process is prescribed in RSA 80:77. In 2020, a property is eligible for tax-deeding if it has an unpaid balance on the 2017 lien.
 - ii. The deed date for 2020 is scheduled for August 27, 2020. The Select Board is asked to review the list below and finalize any decision regarding deed waivers at this time.
 - iii. See attached, [2020 Tax-Deed List – 200806](#)
 - iv. The Select Board may be asked to consider last-minute adjustments at the August 24th meeting.
 - v. The Select Board is asked to vote regarding any deed waivers to be issued.
 - b. Used Police Cruiser Purchase Review/Update – Discussion
 - i. Chief Joy will present a review and update regarding the purchase of a used Dodge Charger from the Missouri State Police.
 - ii. See attached, [Used Charger Purchase Final Report – 200805](#)
 - c. Police Cruiser Disposal – Ghost/Explorer – **Vote**
 - i. The second used Dodge Charger purchased this year is replacing the Ghost/Ford Explorer. The Charger is ready to be entered into service and the Ghost is ready for disposal.
 - ii. Chief Joy recommends utilizing the St. Jean Online Auction for disposal which has recently attracted higher-than-expected sale prices. Revenue will be deposited to the General Fund.
 - iii. The Select Board is asked to consider authorizing the disposal of the Ghost/Ford Explorer through the St. Jean Online Auction.
 - d. Police Body Worn Camera Bid Award – **Vote**
 - i. The Police Department has worked for more than a year, thoughtfully developing a proposal to implement body-worn cameras. This included an internal committee, meetings with the Technology Committee, a



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

presentation to the Select Board, budget planning, policy development, and the advertising/selection process. The Request for Proposals was advertised and attracted four responses. The Police Department evaluated the responses and provided a summary and recommendation in the document below.

- ii. See attached, [Body Worn Camera Selection Summary and Recommendation – 200805](#)
 - iii. The Select Board is asked to consider supporting the recommendation of the Police Department and awarding the Body Worn Camera proposal to Axon.
- e. Fire Tank Truck Update – Discussion
- i. The Fire Tank Truck was approved for a chassis remount earlier this year. Although Freightliner has experienced delays in acquiring the new cab and chassis, the Town was recently notified that the truck will be off the assembly line by the end of August. This will allow the body swap to begin. It is expected that the truck will be completed around the end of November.
- f. Fire Tank Truck Radios – **Vote**
- i. The new Fire Tank Truck will be updated with new radio equipment. The radios and chargers will cost \$12,750.
 - ii. The Select Board is asked to authorize spending up to \$12,750 from the Fire Truck Capital Reserve Account (\$538,549 as of 6/30/2020) for radios in the Fire Tank Truck.
- g. Coronavirus Grant Funds Authorization – **Vote**
- i. The State of New Hampshire received \$1.25 billion from the CARES Act. The Governor has established the Governor’s Office for Emergency Relief and Recovery (GOFERR) to allocate and disburse the funds to communities, organizations, and business. GOFERR allocated \$32 million for payments to local governments. Barrington is eligible to receive \$213,764 as reimbursement for eligible expenses. The Select Board voted to accept and expend these funds at the May 11th meeting. Barrington’s first reimbursement request was approved, and we have already received \$36,538. We have made an additional \$15,909 in eligible expenditures anticipating reimbursement. Of the 213,764, we have committed \$52,447 with a remaining available balance of \$161,317.
 - ii. The restrictions and guidance for CARES Act funds delivered to States by the Federal Government are communicated by the [US Treasury](#). States use that guidance to set requirements for utilization at the local level. The US Treasury recently updated the guidance to provide a more inclusive



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

interpretation of CARES Act-eligible expenses. As a result, GOFERR provided [updated guidance](#).

- iii. The most significant change that will affect how Barrington submits for the remaining \$161,317 is the allowance of all payroll expenses for public safety personnel. Specifically, regarding allowable expense categories and descriptions, the updated guidance says:
 1. *In light of the emergency nature of this program, and as a matter of administrative convenience, a government may presume that the entire payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency.*
- iv. This adjustment will allow Barrington to submit one additional reimbursement request to receive the entire \$161,317 remainder of the \$213,764 as reimbursement for public safety payroll expenses. This approach will significantly streamline the receipt of these grant funds from an administrative and financial perspective.
- v. Receiving a reimbursement in this way will create a budget surplus of \$161,317 in the public safety payroll lines used for the reimbursement request. That will allow local decisions to be made regarding use of the budget surplus for coronavirus-related expenditures, instead of requesting individual reimbursement to GOFERR. There are also additional funding sources (FEMA) for eligible expenses.
- vi. I am looking for Select Board approval for a plan to utilize the remaining \$161,317. To use the budget surplus created by the grant funds, I would propose having Department Heads request preapproval for coronavirus-response-related expenditures to the Town Administrator. The Town Administrator could approve utilization for expenditures up to \$5,000. Expenditures of more than \$5,000 would require specific action by the Select Board. Additionally, if the Town Administrator denied utilization, a Department Head could request that the Select Board reconsider. Unspent funds would remain in the operating budget as surplus at the end of the year. I believe this process would be efficient and would retain the intent of the Federal funds.
- vii. The Select Board is asked to consider approving the proposed utilization plan for the budget surplus caused by the CARES Act Municipal Relief Fund reimbursement.
- h. Town of Barrington Services and COVID-19 (Novel Coronavirus) – Discussion
 - i. Town officials are following all guidance from federal, state, and regional health organizations regarding the COVID-19 Coronavirus.
 - ii. All Departments are making the necessary adjustments to continue providing services with little or no public contact. In general, updated Town



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

services information can be found at www.barrington.nh.gov/covid19. Please see below for specific guidance from various departments:

1. See attached, [Police COVID-19 Operations Letter – 200317](#)
 2. See attached, [Transfer Station COVID-19 Operations Letter – 200324](#)
 3. See attached, [Recreation COVID-19 Operations Letter – 200317](#)
 4. See attached, [Recreation COVID-19 Summer Camp Notice](#)
 5. See attached, [Town Clerk COVID-19 Operations Letter – 200317](#)
 6. See attached, [Tax COVID-19 Operations Letter – 200317](#)
 7. Barrington Library Information: www.barringtonlibrary.com/
- iii. Staff developed a letter to residents which was included in the first half tax bill. The letter is available on the [Town's website](#).
- iv. This is a rapidly evolving health crisis and we urge all residents to follow the guidance provided from federal, state, and regional health organizations. Updated information regarding the impact on Town of Barrington services can be found at www.barrington.nh.gov/covid19.

5. New Business

a. 2021 Calendars and Holidays – **Vote**

- i. I have prepared the following drafts for Select Board review and approval.
 1. See attached, [2020-2021 Budget Calendar](#)
 - a. Ten meetings from September 28th to December 14th. Includes presentation schedule.
 2. See attached, [2021 Select Board Meeting Calendar](#)
 - a. 28 total meetings. Retains the second and fourth Monday schedule with extra meetings during the budget process.
 3. See attached, [2021 Barrington Holidays](#)
 - a. As prescribed by the Personnel Policy, Christmas floating holiday is the only subjective decision. Christmas is observed on Friday, so Thursday was selected as the floating holiday.
- ii. The Select Board is asked to consider approving the proposed calendars and holiday schedule.

b. Transfer Station Seasonal Hours Expiration – Discussion

- i. In response to the Transfer Station congestion at the onset of the Governor's Stay at Home Order, the Select Board voted to begin seasonal hours (Thursday) earlier than normal. This has been an effective tool to spread out the large volume of Transfer Station customers.
- ii. The Transfer Station seasonal hours are scheduled to expire after September 3rd. Thursday traffic has begun to dwindle, and the Transfer Station Administrator does not believe the Thursday hours need to continue beyond September 3rd. That said, the Transfer Station Administrator is willing to extend the seasonal hours at the direction of the Select Board.



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

6. August Work Anniversaries

- a. Jere Calef • Highway Department Crew • 33 Years
- b. Richard Conway • Recreation Site Supervisor • 33 Years
- c. Robert Sabean • Fire/EMS • 21 Years
- d. Michelle Cloutier • Police Officer • 4 Years
- e. Craig Deady • Fire/EMS • 4 Years
- f. Jessica Buswell • Fire/EMS • 4 Years
- g. Keith Brody • Fire/EMS • 4 Years
- h. Michael Bayer • Fire/EMS • 4 Years
- i. Robert Lyons • Fire/EMS • 4 Years
- j. Amanda Noyes • Building/Assessing Administrative Assistant • 3 Years
- k. Shane Elliot • Highway Department Crew • 3 Years
- l. Jameson Young • Police Officer • 2 Years
- m. Conner MacIver • Town Administrator • 2 Years
- n. Marc Moreau • Road Agent • 1 Year
- o. Autumn Smith • Library Desk Clerk • 1 Year
- p. Kaylee Downs • Fire/EMS • 1 Year

7. 2020 Select Board Goals

- a. See attached, [2020 Select Board Goals](#)
- b. See attached, [2020 Select Board Goal and Budget Mid-Year Analysis – 200727](#)

8. Upcoming Meetings/Events

- a. August 24, 2020 – Select Board Meeting
- b. September 14, 2020 – Select Board Meeting
- c. September 28, 2020 – Select Board Meeting – Initial Budget Presentation
- d. October 5, 2020 – Select Board Meeting – Election/Town Clerk/Tax Budget Presentation
- e. October 19, 2020 – Select Board Meeting – Highway/Transfer/Dams Budget Presentation
- f. October 26, 2020 – Select Board Meeting – Planning/Land Use/Building/Codes Budget Presentation